

NAVSEA
STANDARD ITEM

FY-04

ITEM NO:	<u>009-99</u>
DATE:	<u>30 AUG 2002</u>
CATEGORY:	<u>I</u>

1. SCOPE:

1.1 Title: Ship Departure Report; provide

2. REFERENCES:

2.1 None.

3. REQUIREMENTS:

3.1 Prepare the Ship Departure Report, showing actual distribution of final contract cost among the Work Items/Job Control Numbers (JCNs) accomplished. The report format shall be in accordance with Attachments A and B, using the terms defined in Attachment C.

3.1.1 For Work Items with multiple JCNs, the SUPERVISOR will provide a weighted value for each JCN so Work Item cost can be broken down to the JCN level for incorporation into Attachments A and B.

3.1.2 The sum of the cost of all Work Items, including all growth cost and new Work Items, shall equal the final cost of the contract.

3.1.3 Complete the columns labeled RCC, M/D, LABOR, CFM, SUBCONTRACTOR, and TOTAL, to include all the information as applicable for new Work Items. The SUPERVISOR will provide any additional GLM and APA information.

3.1.4 Complete Attachment B, which represents a summary of the information required by Attachment A, except for columns labeled GLM and APA which will be completed by the SUPERVISOR.

3.2 Submit one legible copy, in hard copy or electronic media, of the completed Ship Departure Report to the SUPERVISOR no later than 30 days after the availability end date.

3.2.1 Cost provided shall be accurate at the time of submission. Submit a preliminary copy, in hard copy or electronic media, of the completed Ship Departure Report to the SUPERVISOR showing any final cost for Work Items and predictions/estimates for unsettled Work Items when final costs are not available within the 30-day reporting timetable.

3.2.1.1 Submit final completed Ship Departure Report to the SUPERVISOR when all unsettled Work Items have been settled.

4. NOTES:

4.1 Departure reports may be submitted to the SUPERVISOR by electronic method as agreed to by the SUPERVISOR.

4.2 When a Government activity is the planning activity, the Class "C" Estimate information will be entered by the SUPERVISOR after receipt of Attachment A from the Contractor.

4.3 Departure reports are not accounting documents; however, they will be handled as "business sensitive material/information."

FOUO - FOR OFFICIAL USE ONLY. THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION.
SHIP DEPARTURE REPORT

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ATTACHMENT B

FOUO - FOR OFFICIAL USE ONLY. THIS REPORT CONTAINS BUSINESS SENSITIVE INFORMATION.

SHIP DEPARTURE REPORT

REPORT NO:

ISSUE DATE:

SHIP/HULL
SSP NO.
UIC
FY/TYPE AVAIL.
AVAIL. NO.
AVAIL. START
AVAIL. COMPLETION
INDUSTRIAL ACTIVITY
CONTRACTOR
JOB ORDER NO.

CUSTOMER/ TYPE OF WORK	COAR	M/D RATE	GLM	M/D	MAT'L	COST	APA
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TYCOM REPAIRS

TYCOM ALTERATIONS

NAVSEA ALTERATIONS

NAVSEA ORDALTS

ADMINISTRATIVE SERVICES

(DSA FUNDED)

OTHER

TOTALS

ATTACHMENT C

GLOSSARY

ACTUAL EXPENSES:

M/D - Contractor manhours divided by eight
LABOR Cost - Dollar amount for mandays
CFM - Contractor dollar cost for material
SUBCONTRACTOR M/D - Subcontractor manhours divided by eight
SUBCONTRACTOR MATL - Subcontractor dollar cost for material
SUBCONTRACTOR TOT\$ - Subcontractor cost for labor and material
Total - Dollar cost for Contractor Labor, CFM and Subcontractor cost
GLM - Dollar cost for Government furnished labor and material (provided by the SUPERVISOR)

APA: Dollar amount for Appropriation Purchase Account (APA) material utilized in connection with the Customer Order (not chargeable to the Job Order)

AVAIL COMPLETION: Date of actual availability completion (month/day/year)

AVAIL NO: A three digit number assigned by the SUPERVISOR

AVAIL START: Date of availability start (month/day/year)

BRIEF TITLE: The Work Item Title, or brief short title of growth/new work

CLASS "C" ESTIMATE:

M/D - Government estimated manhours divided by eight
MATL - Government estimate for dollar cost of contractor furnished material
SUB/REP - Government estimate for dollar cost for Subcontractor or other Contractor provided representative
Total - Government estimate in dollars for M/D + CFM + SUB/REP

COAR: Code indicating cost category (First 2 digits for customer and last three for availability number)

CONTRACTOR: Name of Contractor

FY: Fiscal year work was performed

INDUSTRIAL ACTIVITY: Cognizant Supervisor of Shipbuilding office administering the contract

ISSUE DATE: Date of Report (month/day/year)

ITEM NO.: Work Item Number

JSN: Job Sequence Number (part of the Job Control Number)

JCN: Job Control Number - The combination of the W/C and JSN

JOB ORDER NO: Number assigned to the contract at award by the SUPERVISOR

M/D RATE: Government-approved rate representing the cost of one manday of labor for the named Contractor

RCC: Number assigned for each request for contract change (also known as "dash item" or "sequence number")

REPORT NO: A sequential number assigned to the report

TYPE AVAIL: The type of availability. Examples: ROH - Regular Overhaul; COH - Complex Overhaul; SRA - Selected Restricted Availability; DSRA- Docking Selected Restricted Availability; PMA - Phase Maintenance Availability; DPMA- Docking Phase Maintenance Availability; INA - Inactivation; ACT - Activation; CONV- Conversion; RAV - Restricted; Availability; TAV - Technical Availability; PSA - Post Shakedown Availability

UIC: Ship's Unit Identification Code from NAVCOMPT Manual, Volume 2, Chapter 5

W/C: The four-character identifier for the Work Center (part of the Job Control Number)

% - Prorated portion where more than one JCN is part of a Work Item Number